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DIRECTOR OF CENTRAL INTELLIGENCE

Security Committee

Security Awareness Subcommittee

Date: 1/10/83

TO: Members and Observers
Security Awareness Subcommittee

FROM:


Chairman

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SUBJECT: Meeting Minutes, 12/6/82
Workshop Agenda, 1/17/83

Enclosed are the minutes of the last meeting and the agenda for the workshop at the National Security Agency (NSA).

If you plan to attend the workshop, please note the following:

1) Your clearance must be passed to NSA by teletype or mail, Attention: 

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2) Plan to arrive by 9:00 a.m. so we can start at 9:30 a.m. Go to Gatehouse #1 which is the Main Visitor's Entrance. The building (biggest one in sight) is just east of the Baltimore Washington (now Gladys Noon Spellman) Parkway at Maryland Route 32.

3) Unescorted Visitor's Passes are contemplated. Proceed to Room #3C082 which is Conference Room #5. It is on the third floor and can be reached via the escalator which is located down the center corridor leading to the middle of the building.

4) If you have a problem, like getting lost, call your host,  who will try to help.

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Enclosures (2)

(CONTINUED - OVER)

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Memorandum to Security Awareness Subcommittee

From [] Chairman

Re: Meeting Minutes, 12/6/82
Workshop Agenda, 1/17/83

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5) Please bring:

a) Your copy of the 11/25/81 Strawman Proposal on the "Handbook."

b) Your copy of [] memo to me of 12/2/82 concerning the catalogue of Audio/Visual Materials.

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c) Your copy of the pamphlet "Minimum Standards for Security Awareness Programs in the U. S. Intelligence Community" (SECOM-D-543, July 1979).

d) Sample copies of portable materials useful and available to others.

e) Money or a brown bag. Lunch will be in the NSA cafeteria.

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Memorandum to Security Awareness Subcommittee

From [redacted] Chairman

Re: Meeting Minutes, 12/6/82
Workshop Agenda, 1/17/83

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Copies distributed to:

- 1 - [redacted] SECOM
- 1 - 1st Lt. Karen R. Diggs, Air Force
- 2 - Mr. Joseph A. Grau, Army
- 1 - [redacted] CIA
- 2 - [redacted] DIA
- 2 - Mr. John Miller, DISI
- 1 - Mr. Stephen Slaughter, DOE
- 1 - Mr. Jim Butts, FBI
- 2 - Mr. Judson J. Barnes, INR
- 2 - Ms. Marjorie L. Forrester, Justice
- 2 - Ms. Patricia E. Kiley, Navy
- 1 - [redacted] NSA
- 1 - Ms. Rita Metro, SAFSS
- 1 - [redacted] SECOM
- 2 - Mr. Joseph G. Ambrogio, Treasury
- 1 - Mr. Raymond J. Yonkus, USSS

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**SECURITY COMMITTEE
SECURITY AWARENESS SUBCOMMITTEE
MEETING, 12/6/82**

MINUTES

Present

Chairman	<input type="text"/>	STAT
Air Force	Karen R. Diggs	
CIA	<input type="text"/>	STAT
DIS	John Miller Nancy Barnes	
DOE	Stephen Slaughter	
FBI	Joseph L. Waggoner	
Justice	Geoffrey Covert	
Navy	Pat Kiley	
NSA	<input type="text"/>	STAT
OSAF	Rita Metro	
State	Judson Barnes	
Treasury	Joseph C. Ambrogio	
SECOM	<input type="text"/>	STAT

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Enclosure #1

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Re: Minutes of Security Awareness
Subcommittee Meeting, 12/6/82

Old Business

1. The minutes of the 10/25/82 meeting were approved with one exception. The Navy representative requested the record reflect the slide presentation of the Briefing for Senior Executives was produced by the Security Awareness Working Group (predecessor of instant Subcommittee) with NSA as the lead agency. The NSA representative agreed with the distinction. So be it.

2. The results of the survey on video tape preferences are as follows:

	<u>Copies</u>	<u>Master</u>	<u>Executive Briefing</u>
Air Force	18		1
Army			
CIA	1		1
DIA			
DISI	10	1	1
DOE	50	1	1
FBI	4	1	1
Justice			
Navy	38		5
NSA	40	1	1
OSAF	1-3		1
State	2-3		2-3
Treasury	25		5 (have 2)
USSS			
	<u>189-192</u>	<u>4</u>	<u>20 (less 2)</u>

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**Re: Minutes of Security Awareness
Subcommittee Meeting, 12/6/82**

Those listing a Master Tape prefer that approach in lieu of multiple ordinary copies. Air Force is prepared to trade blank ordinary tapes for copies if necessary. None of the above are to be considered final choices but were intended for planning purposes in the production of any future tapes of general interest.

3) In the absence of the Army and DIA members, only the Navy member was present as part of the Project Team which produced the 11/25/81 Strawman Outline. The Navy member pointed out the original proposal was generated during a period when funds were available which would have permitted the actual work to be done by an outside contractor. This is no longer the case and the entire notion is therefor subject to question. The possibility of securing some funding from SECOM was discussed. Further discussion was postponed until the Workshop on 1/17/83. Funding seems unlikely and we might best confine ourselves to considering the Handbook as an anthology of existing materials, as the original outline noted. The resolution to continue is dependent on willing volunteers to pursue the project.

New Business

1) "Operation Red Fox" is not yet available, but probably will be by the Workshop.

2) The Workshop Agenda should include: discussion of the function, purpose, and activities of the Subcommittee; progress of work on videotapes; viewing of selected materials for familiarity. Participants should contact the NSA member by 12/16/82 with suggestions so the agenda can be drawn up.

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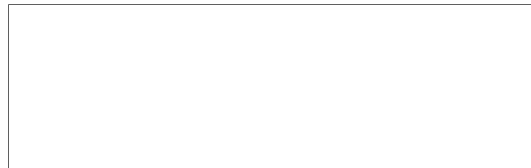
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**Re: Minutes of Security Awareness
Subcommittee Meeting, 12/6/82**

3) The Navy member requested the minutes and agenda be presented in an unclassified form, if possible. The Chairman agreed to try and apologized for any inconvenience caused by existing classified documents.

4) OSAF's room number is now 4C956.

5) The meeting ended on time.



Chairman

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**SECURITY COMMITTEE
SECURITY AWARENESS SUBCOMMITTEE**

**WORKSHOP AGENDA
1/17/83, NSA Room 3C082**

9:00 - 9:30	Issuance of passes at Gatehouse #1, unescorted travel to Conference Room #5.	
9:30 - 10:30	Discussion of Subcommittee objectives, expectations of participants and SECOM, commitment of agencies and participants, tolerance of varying levels of participation.	
10:30 - 10:45	Break.	
10:45 - 12:00	Production of video tapes. Discussion led by DISI member and [redacted] of NSA COMSEC Center. Dealing with DAVA.	STAT
12:00 - 12:45	Lunch.	
12:45 - 1:15	Informal poll on use of Briefing for Senior Executives and general briefing policies.	
1:15 - 2:15	Optional Split Session: <ul style="list-style-type: none">a) Security Awareness Handbook Project (to be or not to be).b) Review of Catalogue of Materials (additional detail needed).	
2:15 - 2:30	Break.	
2:30 - 3:29	Review of Foreign Travel Film (23" by NSA), DISI Bulletin; use of both in industry and potential use by member agencies.	
3:29 - 3:30	Wrapup.	

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Enclosure #2